

ENRICHING LIVES THROUGH THE ARTS

# FAIRMOUNT CENTER *for the Arts*

8400 Fairmount Road, Novelty, OH 44072  
440-338-3171 [fairmountcenter.org](http://fairmountcenter.org)

## **POSITION DESCRIPTION: EXECUTIVE DIRECTOR**

**Title:** Executive Director  
**Job Status:** Full time; exempt  
**Reports to:** Board of Directors

## **OVERVIEW**

Fairmount Center for the Arts (FCA) is a 501(c)(3) non-profit with a mission to enrich lives through the arts. Since 1970, FCA has offered exceptional instruction in dance, visual arts, music, theatre and fitness to residents of Northeast Ohio. Known for its talented and supportive teachers, strong performance and exhibition opportunities, noncompetitive and welcoming atmosphere and idyllic setting, it has fostered a love for the arts, and encouraged personal development, curiosity and exploration in generations of students of all ages – from preschoolers to senior citizens.

## **POSITION SUMMARY**

The Executive Director serves as the chief executive of Fairmount Center for the Arts, reports to the Board of Directors and is fully responsible for running the enterprise.

You'll make an impact by:

- Growing contributed income (individual contributions, sponsorships and grants);
- Overseeing earned income growth (classes, programs and events)
- Managing public relations, marketing, advertising, community relations and strategic partnerships;
- Ensuring the smooth functioning of the operation including human resources, finance, general administration and facility maintenance
- Supporting and developing the Board

**We're looking for visionary leadership, a hands-on business sense with the ability to create and execute plans, a creative entrepreneurial spirit and a commitment to the arts and to this longstanding, highly respected institution.**

## **SPECIFIC RESPONSIBILITIES**

Serve as chief executive of the Center, overseeing all aspects of administration and operations including:

### **Contributed Income:**

- Cultivate and maintain strong relationships with individuals, business sponsors and institutional funders including recognition strategies and events
- Prepare grant proposals, related reports and fundraising materials
- Create and execute an annual fundraising plan, including the Fairmount 500 fundraiser, annual fund campaign and sponsorships

**Earned Income:**

- Oversee earned income growth and enrollment, working with the Director of Education

**PR & Marketing:**

- Develop and oversee implementation of a robust PR / marketing/ communications program that includes direct mail, media relations, advertising, social media and community relations
- Forge strategic partnerships throughout the area
- Serve as liaison to the community; establish relationships with nearby arts organizations, school systems, libraries and community organizations (Rotary Clubs, etc.), among others

**Human Resources:**

- Create and maintain an effective and efficient administration
- Lead a core team of 5 administrators, plus 35 independent contractors, to support day-to-day operations, program planning, financial management and reporting, marketing/ communications, facilities management and performances/exhibitions
- Ensure appropriate professional and technical skills development for core team
- Oversee personnel files and ensure organizational policies and procedures are updated and communicated to the Fairmount team

**Financial**

- Create and monitor the annual operating budget
- Ensure the smooth execution of ongoing financial tasks, including bookkeeping, bill payments and deposits
- Oversee an outside accountant to establish policies, protocols and deadlines to ensure timely delivery of financial statements, employee and organizational tax filings, and 1099s

**Facility**

- Coordinate maintenance and operation of the building and grounds

**Board of Directors**

- Provide leadership and strong staff support for a strategic planning process that will articulate Fairmount's mission, vision, values and strategic direction
- Provide board committee support; serve as a non-voting member of and staff liaison to the Board of Directors
- Support Board development/expansion efforts; identify potential Board members; coordinate and participate in cultivation efforts

**Build and instill a culture of providing the best possible service to all key stakeholder groups****REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE**

- At least 5 years of experience in a leadership Position, with budgetary oversight and operations responsibility
- Demonstrated success growing revenue
- Experience in marketing, public relations and community engagement
- Supervisory experience
- Excellent interpersonal and communication skills, both oral and written

- Knowledge of arts and culture, demonstrated ideally by past professional management experience and/or through personal interest.
- Experience working with a nonprofit board or as a trustee on a nonprofit board.

Personal Characteristics:

- Demonstrated orientation toward performance and achievement of qualitative and quantitative goals and benchmarks
- A hands-on business sense and appreciation of the importance of the business side of a not-for-profit
- Comfortable with ambiguity; Flexible and adaptable
- Charismatic, with the ability to motivate others on behalf of the institution
- Strong team orientation, with comfort as both a leader and a participant
- Demonstrated understanding of the importance of the value of the arts in our lives

Education:

- Bachelor's degree, with master's degree preferred (in business, nonprofit management or arts management).

**SALARY AND BENEFITS**

- Competitive salary commensurate with experience
- PTO
- Flexible schedule including some work-at-home opportunities
- Discounts for Fairmount's arts education programs

**APPLICATION PROCESS**

E-mail a letter of interest and a current resume to Board Vice-President, Melanie Maloney at [melaniemaloney54@gmail.com](mailto:melaniemaloney54@gmail.com)

**Fairmount Center for the Arts is an Equal Opportunity Employer**

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